



**UNIVERSITY OF
REGINA**

**FACULTY OF ARTS
OFFICE OF THE DEAN**

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Date: October 15, 2004
To: Members of the Faculty of Arts
From: R. Fisher, Dean
Re: **Agenda for Faculty Council meeting – Wednesday, October 20, 2004**

There will be a Faculty Council meeting on **Wednesday, October 20, 2004 at 2:30 p.m.** in the **Fifth Floor Board Room of the Administration/Humanities Building (AH 527).**

AGENDA

1. Adoption of the Agenda.
2. Reports from Arts Representatives to Other Faculties.
3. Reports from Representatives from Other Faculties.
4. Dean's Report.
5. Associate Dean (Research & Graduate) Report.
6. Associate Dean (Undergraduate) Report.
7. Committee Reports:
 - 7.1 Academic Program and Development Committee (Appendix I)
 - 7.2 Research and Graduate Studies (Appendix II)
 - 7.3 Performance Review (Appendix III)
8. New Business.
9. Announcements.
10. Other Business

RF/dg

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To: Dean's Executive Committee, Faculty of Arts

From: Richard MacLennan, Chair Performance Review Committee 2004

Re: Feedback on Performance Review

Date: October 15, 2004

This memo is to inform members of the Dean's executive council on feedback that the Performance Review Committee provided for the 2004 review process.

1. It has been raised before, but many faculty members still do not provide a curriculum vita with their annual reports. This is particularly invaluable for cases which are being considered for a major career decision, such as: tenure, promotion, and merit increase. It is also helpful to have CVs for sabbatical leave decision-making.
2. Sabbatical leave reports might also be included as part of the information submitted with annual reports, so there does not appear to be a "gap" in scholarly activity.
3. Merit increases are considered for the entire period since the last major career decision (tenure, promotion, or previous merit increase), and not just the period under review or the last year. If the information is incomplete for this period (i.e., lack of a CV), then it is difficult to make a decision.
4. If heads are making a recommendation for a major career decision, it would be helpful to also include a letter of support giving some justification for their recommendation. Some heads do provide this, and it is of great assistance for the committee's decision-making.
5. It is to their advantage for faculty members to submit any information that they want to be considered in the decision-making process. Do not assume if the information is "on-file" that it will be accessible to the committee. Although the committee can request additional information, this is at their discretion.
6. Instructors were reviewed for merit increases this year for the first time, based on their teaching performance according to the Faculty of Arts performance criteria document and in mutual agreement with the instructors. Although research could be considered as a contributory factor, the primary criterion for merit increases for instructors was teaching performance. In some cases, the committee had little or no information on a given instructor's teaching performance.
7. Some instructors were at a disadvantage for merit increases because no formal evaluation of their teaching performance had taken place. The performance review committee felt that some standardized, faculty-wide student evaluation form might be helpful in this regard (provided it complies with article 17.20 of the Academic collective agreement).